

COMPENSATION BOARD DOCKET #05/03

SEPTEMBER 15, 2004

304-05-03: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PATRICK COUNTY	SHERIFF	<p>6-04-04 – FOR FY05 OFFICER REQUESTS ADDITIONAL FUNDING OF \$11,460.00 DUE TO ADDITIONAL TRAVEL EXPENSES AND OVERTIME. THIS IS DUE TO INVESTIGATION OF A DOUBLE HOMICIDE AND 3 TRIPS TO BROWNSVILLE, TEXAS.</p> <p>AT THE THEIR JUNE 23, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL REVIEW BY COMPENSATION BOARD STAFF.</p> <p>AT THE JULY 21, 2004 MEETING, THE COMPENSATION BOARD DECIDED THAT UNLESS THE REQUIRED INFORMATION WAS RECEIVED BY THE SHERIFF, THAT THIS ITEM WOULD NOT BE CONSIDERED AT THE AUGUST 18, 2004 MEETING.</p> <p>8-30-04 Additional information provided to support request for additional \$11,460 for expenses incurred working double homicide. Included are trips to Brownsville, Texas.</p>	\$11,460	<p>The Compensation Board approved an additional \$8,317 in office expense as a one-time exception to policy based upon the unique circumstances involved in this case. Funding is provided in office expense with the understanding that overtime will be paid by the locality.</p>

304-05-03: SHERIFFS & REGIONAL JAILS

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<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GLOUCESTER COUNTY	SHERIFF	8-30-04 Officer requests \$11,270 in turnover be transferred to base temporary salaries.	-0-	Approved as a base budget transfer.
FAIRFAX COUNTY	SHERIFF	Staff presents results of follow-up LIDS audit. (Staff conducted a file review in Fairfax County jail for the month of May 2004 regarding the accuracy of data recorded to LIDS. Attached memorandum notes the findings.)	-0-	Noted.

320-05-03: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>																												
LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following offices request to transfer Restored Funds in Office Expense Funds to the categories listed.	-0-	<p>ISLE OF WIGHT: The Compensation Board approved a transfer of \$2,331 from base office expense to effect the classification(s) requested by the Commonwealth's Attorney. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years to effect the salary requested by the Sheriff, in accordance with Compensation Board policy for setting the salary of new hires.</p> <p>RUSSELL: The Compensation Board approved a transfer of \$3,504 from base temporary to effect the salary restoration requested by the Commonwealth's Attorney. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years to effect the salary requested by the Sheriff, in accordance with Compensation Board policy for setting the salary of new hires.</p>																												
<table><tr><th>FIPS</th><th>LOCALITY</th><th>Request Date</th><th>FROM</th><th>TO POSITION</th><th>AMOUNT</th><th>PRO-RATED</th></tr><tr><td>093</td><td>Isle of Wight</td><td>9/1/04</td><td>Office Expense</td><td>00003</td><td>2,797</td><td>2,331</td></tr><tr><td>167</td><td>Russell</td><td>8/18/04</td><td>Temporary</td><td>00002</td><td>4,205</td><td>3,504</td></tr><tr><td></td><td>TOTAL</td><td></td><td></td><td></td><td>7,002</td><td>5,835</td></tr></table>	FIPS	LOCALITY	Request Date	FROM	TO POSITION	AMOUNT	PRO-RATED	093	Isle of Wight	9/1/04	Office Expense	00003	2,797	2,331	167	Russell	8/18/04	Temporary	00002	4,205	3,504		TOTAL				7,002	5,835				
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093	Isle of Wight	9/1/04	Office Expense	00003	2,797	2,331																										
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ISLE OF WIGHT	COMMONWEALTH'S ATTORNEY	9-1-04 June Docket approved to transfer Annual Vacant Funds from pos. #3 to Office Expense @ \$22,309. Officer requests to transfer the Annual Vacant Funds from Office Expense back into pos. #3. Prorated @ \$18,665.83.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.																												

320-05-03: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMONWEALTH'S ATTORNEY	Officers request exception to the Substitute Prosecutor \$300 reimbursement policy as follows:	\$1,537.50 Total	Deferred to October 20, 2004 for further review by Compensation Board staff.

760-320 Richmond City

<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
N Fisher	7-2-04 / 7-30-04	Henry Wallace Richardson	\$350.00
Total			\$350.00

053-320 Dinwiddie County

<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
N Fisher	1-12-04 / 8-24-04	John C. Thomas	\$312.50
N Fisher	8-24-04 / 8-27-04	Nathaniel Beach	\$450.00
N Fisher	4-1-04 / 8-24-04	David Smith	\$425.00
Total			\$1,187.50

734-05-03: COMMISSIONERS OF THE REVENUE
NONE.

732-05-03: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURERS' ASSOCIATION OF VIRGINIA	TREASURER	Association presents the Certification of Career Development Plan for Deputy Treasurers.	N/A	Approved as requested.
SALEM CITY	TREASURER	9-8-04 Acting Officer requests additional Temporary Funding @ \$21,022.50. This is equivalent to position #3 DII-G6 @ \$25,227 from Sept. 1, 2004 to June 30, 2005. There is no scheduled Special Election, The election will be held on November 1 st , 2005. This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #3, DII is not vacant during the period in which I am the Acting Treasurer, consequently funds cannot be transferred from this position.	\$21,022.50	Approved at no additional cost to the Compensation Board.

321-05-03: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TECHNOLOGY TRUST FUND REQUESTS	CIRCUIT CLERKS	<p>COURT Requests from all Clerks totaled \$5,254,332.38. We have \$2,733,857 available and have requested an additional appropriation from DPB of \$2,548,461; when approved, our total appropriation will be \$5,282,318.</p> <p>#1 - Clerks who did not affirm compliance with VITA security standards: Defer until the October meeting requests from Albemarle, Buckingham, King and Queen, Louisa, Smyth, and Fredericksburg (6 clerks), totaling \$136,170.08. Of the six, Albemarle certified that they currently are providing secure remote access but also stated that they were not in compliance with VITA standards.</p> <p>#2 - Clerks who made a budget request but did not complete certification windows: Defer until the October meeting budget requests of \$52,054.62 made by 3 clerks (Culpeper, Grayson, Wythe)</p> <p>#3 - Clerks who met Code requirements, completed VITA certification regarding the security standards for secure remote access of land records: Approve budget or carryover requests of \$5,066,107.68 made by 112 clerks</p>	<p></p> <p></p> <p>\$5,066,107.68</p>	<p>Compensation Board deferred action until the October 20, 2004 meeting.</p> <p>Compensation Board deferred action until the October 20, 2004 meeting.</p> <p>Approved.</p>

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #05/02	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents the Training Status Report.	N/A	Noted.
3.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
4.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
5.	ANNUAL LIDS AUDIT SUMMARY REPORT	COMPENSATION BOARD	Staff presents annual LIDS audit summary report.	N/A	Noted.
6.	DRAFT ANNUAL JAIL COST REPORT FOR FY03	COMPENSATION BOARD	Staff presents the draft annual Jail Cost Report for FY03. With the Board's concurrence, the draft will be provided to the Jail Cost Task Force and the Secretary of Administration for review and comment, with your final action at the October 20, 2004 meeting.	N/A	Approved as draft.
7.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Compensation Board meetings: Wednesday, October 20, 2004 and Wednesday, November 17, 2004.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
8.	DRAFT 2005/06 BUDGET AMENDMENTS	COMPENSATION BOARD	Staff presents draft 2005/06 budget amendments for fall submission to DPB for review.	N/A	Approved.
9.	PROPOSED REAPPROPRIATION REQUEST	COMPENSATION BOARD	Staff presents proposed reappropriation request for submission to DPB for review.	N/A	Approved.
10.	PARAGRAPH I, ITEM 66, CHAPTER 4, 2004 ACTS OF ASSEMBLY	COMPENSATION BOARD	Staff presents process for insuring compliance with paragraph I, Item 66, Chapter 4, 2004 Acts of Assembly.	N/A	Approved.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #05/03
SEPTEMBER 15, 2004**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning

2) **Chairman Frank Drew: I move to return to open session. (_____ seconded the motion).**

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

AND

only public business matters identified in the motion to convene the closed meeting.

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

H A N D C A R R Y

COMPENSATION BOARD DOCKET #05/03

SEPTEMBER 15, 2004

304-05-03: SHERIFFS & REGIONAL JAILS

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MIDDLESEX COUNTY	SHERIFF	9-13-04 Officer requests \$56.00 be transferred from base temporary salaries to perm salaries to hire Major Jordon to position 00012.	-0-	The Compensation Board approved a transfer of \$56 from base temporary to effect the classification(s) requested by the Sheriff. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years to effect the salary requested by the Sheriff, in accordance with Compensation Board policy for setting the salary of new hires.

320-05-03: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMONWEALTH'S ATTORNEY	Effective October 1, 2004, the following offices request to transfer Restored Funds in Office Expense Funds to the categories listed.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM	TO	POSITION	AMOUNT	PRO-RATED
143	Pittsylvania	9/10/04	Office Expense		00005	3,694	2,771
775	Salem	9/15/04	Office Expense		00003	2,234	1,676
	TOTAL					5,928	4,447

732-05-03: TREASURERS
NONE.

734-05-03: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONERS OF THE REVENUE ASSOCIATION	COMMISSIONER OF THE REVENUE	Association presents the following <ul style="list-style-type: none"> • Certification of Career Development for Commissioners of the Revenue • Career Development Plan for Deputy Commissioners of the Revenue • Model Career Development Plan • Certification of Employee Performance Evaluation Plan 	N/A	Approved.

321-05-03: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FREDERICK COUNTY	CIRCUIT CLERK	Office does have Delegation of Classification Authority. 9-10-04 Officer requests to transfer Temporary Funds @ \$1,798 to fund a reclass to pos. #2 DCI to SCT. Prorated @ \$1,348.50.	-0-	The Compensation Board approved a transfer of \$1,798 from base temporary to effect the classification requested by the Clerk. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years to affect the salary requested by the Clerk, in accordance with Compensation Board policy.

OTHER MATTERS

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TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT CLERKS	COURT	<p>Collections: FY05 year to date collections total \$2,186,412.60, a 32.5% increase the same period in FY04.</p> <p>Projections: Based on current collections, FY05 TTF collections would be approximately \$13.1 million, an increase or 54.1% over FY04 collections. (NOTE: Due to the increase in the TTF fee from \$3 to \$5 effective July 1, 2004, if recordings remained at FY04 levels then FY05 collections would be approximately 66.7% more than FY04 or approximately \$14.2 million. However, July recordings appear to be less than FY04.)</p> <p>Expenditures: FY05 TTF funds will not be available until October 1, 2004. Clerks are currently entering their FY05 TTF budget requests.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.